



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: **CONGRESSIONAL LIAISON & DIRECTOR OF COMMUNICATIONS**

VACANCY NUMBER: **002-2012-CLDC**

SALARY: **\$60,000 to \$110,000** - Salary level will be determined based on position-related experience, professional accomplishments, and relevant education.

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(The initial term of appointment is one year and is renewable at the Commission's option. The position is not covered by provisions of 5 USC that apply to Executive Branch employees regarding appointment, termination, competitive service selection, and pay related rules and regulations.)

DUTY LOCATION: Washington, DC

WHO MAY BE CONSIDERED: Open to all qualified U.S. Citizens

SPECIAL REQUIREMENTS: Finalists will be required to complete a research and writing examination. The selectee for the position will be required to obtain and hold a Federal security clearance at the Top Secret/SCI level.

PROMOTION POTENTIAL: Yes

CLOSING DATE: **October 22, 2012**

CONTACT: Email: Opportunities@uscc.gov

ABOUT THE COMMISSION: The Commission's mission is to monitor, investigate, and make recommendations to Congress about matters of concern in the relationship between the United States and the People's Republic of China in the following areas: 1) weapons proliferation practices, 2) economics, 3) energy, 4) capital markets, 5) regional economic and security relationships, 6) U.S.-China bilateral programs, 7) China's World Trade Organization (WTO) compliance, and 8) freedom of expression – the implications of restrictions on speech and access to information in the People's Republic of China. In summary, the Commission is responsible for assessing the national security implications of the U.S. – China bilateral economic and trade relationship.

JOB SUMMARY:

MAJOR DUTIES AND RESPONSIBILITIES:

1. Principal staff point of contact/control point for communication between the U.S.-China Commission and Members of Congress, their staff and/or applicable committees. Encourage/foster and maintain an awareness of the interests of Members of Congress and their staff in matters within the statutory mandate of the Commission. Continually update the Commissioners, Executive Director, and staff on issues of interest or concern they are hearing from Members of Congress, their staff and/or applicable committees. Identify and track action on and status of legislation addressing or affecting matters within the statutory mandate of the Commission.
2. Receive and relay to the appropriate USCC staff member for follow-up inquiries and requests for assistance or information from Members of Congress, their staff and/or applicable committees. Extend and follow-up on invitations to Members of Congress to attend Commission hearings and other USCC activities/events. Make appointments for Commission members and staff to meet with Members of Congress or their staff to brief them on issues associated with the work of the Commission; attend such meetings when appropriate.
3. Coordinate and serve as the principal staff point of contact/control point for all official Commission related public affairs activities to include issuing press releases, organizing press conferences, preparing and submitting editorials, managing interviews, and responses to media questions. Establish and maintain liaison with officials in federal departments and agencies who have responsibilities in the purview of the USCC's mandate, or affecting the USCC's areas of responsibility.
4. Principal staff point of contact/control point for coordinating the Commission's annual appropriations process. Work closely with the Director of Finance & Operations and the Executive Director to ensure requirements and deliverables are met.
5. Prepare reports, position papers, and other information for the Executive Director and Commissioners. Reserve Congressional hearing rooms for Commission hearings and serve as the principal staff point of contact for Members of Congress and their staff for hearing related issues. Maintain and keep the Commission's Congressional phone, mail and e-mail address lists current.
6. Manage and ensure the content of the USCC website is continually updated – manage and coordinate all staff requests for website changes and updates. Serves as the Commission's primary liaison with the Government Printing Office (GPO) regarding website development, content, and maintenance issues.
7. Perform other duties as assigned by the Executive Director and Commissioners.

KEY Qualifications/Requirements:

- 1) Proven and demonstrable experience and ability to present information clearly and concisely – written and oral. – **Strong writing and editing skills are absolutely required.** –
- 2) Strong analytical and research skills, including demonstrable ability to accurately and thoroughly analyze data and make informed, critical judgments on a variety of issues.
- 3) Proven working level knowledge of the U.S. Congress, its processes, structure and operations. -

Experience working in a U.S. Senate and/or House of Representatives office, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region.

- 4) Knowledge of the People's Republic of China, the Chinese culture, and the major issues impacting the U.S.-China relationship, particularly from the perspective of the U.S. Congress.
- 5) Proven experience using Microsoft Office applications such as Word, Excel, and Outlook; experience maintaining databases and distribution lists; knowledge of website design and management.
- 6) Demonstrated ability to work effectively as a member of a team.
- 7) U.S. Citizenship and ability to obtain and hold a Federal security clearance at the Top Secret/SCI -level. – When applying, include: (1) date of citizenship if naturalized; and (2) if you have or have ever had a Federal security clearance identify the level and dates held.

Desirable Qualifications: [Not required, but may be considered in the selection process.]:

- a. Graduate degree in a relevant field, such as Political Science, Communications, International Relations, Foreign Policy/Affairs, Asian Studies, Asian History, etc.; or graduate-level course work related in these areas.
- b. Ability to speak and read Mandarin Chinese, to include ability to effectively utilize Chinese and Taiwanese electronic and print information sources.
- c. Published works and experience making presentations and/or giving speeches with an emphasis on military and security related topics relevant to China, Taiwan, or the Asia-Pacific Region.
- d. Experience living, working, or studying in the People's Republic of China, Taiwan, or Hong Kong.

TO APPLY:

You must submit a complete application package via email to Opportunities@uscc.gov . Your application package must include:

1) Cover letter, to include:

- I. Position Title
- II. Vacancy Number
- III. Brief Statement Outlining Your Interest in the USCC and this Position
- IV. Concise, Point-By-Point Responses to **ALL KEY Qualifications/Requirements** (1 through 7) and **Desirable Qualifications** (a through d) listed above
- V. Your Salary Requirements and/or Salary History

2) Professional Resume

(Chronological work history [starting with the most recent position held], education [including degrees and dates attained], applicable publications, etc.)

3) Current Writing Sample

(Present as a briefing paper to a member of Congress on a current, relevant U.S.-China policy issue— *writing and editing must be your own work*)

NOTE: All the information requested above must be received by midnight EST on the closing date or your application will not be considered.

WHAT TO EXPECT AFTER APPLYING:

After submitting your application package for this position you will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis or after the closing date. You will be contacted via email if we wish to schedule an interview or require additional information.

Finalist will be required to complete a research and writing examination.

The selectee for the position will be required to obtain and hold a Federal security clearance at the Top Secret/SCI level.

Applicants not selected for further consideration will be notified via email when the position is filled.

OTHER IMPORTANT INFORMATION:

The US-China Economic & Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

The USCC will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Qualified, applicable male applicants will be required to certify they have met the U.S. governments ‘Selective Service System’ requirements. – If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. – If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance (multiple carriers & multiple options); life insurance (FEGLI-multiple options); retirement (FERS or CSRS if applicable); and the Thrift Savings Program (TSP-multiple options), the federal government’s tax-deferred savings program. Employees accrue and may use annual and sick leave in accord with Commission policies and procedures.

This employment opportunity is also posted on the Commission website at:
<http://www.uscc.gov/jobopportunities.php>